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Thursday, 4 February 1965

0830 - 0900	Study: [redacted]		25X1
0900 - 1000	CIA Records Management Policies	[redacted] Chief, Records Administration Staff O/DDS	25X1
1010 - 1100	Review		
1100 - 1200	Examination	[redacted]	25X1
1300 - 1400	Organization and Functions [redacted]	[redacted] Office of Training	25X1 25X1
1410 - 1530	Cable Writing Format and Exercise	[redacted]	25X1
1540 - 1640	Functions of a [redacted] Support Officer	[redacted] Chief, Operations School OTR [redacted] Chief of Support SR Division [redacted] OTR	25X1 25X1 25X1 25X1

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Friday, 5 February 1965

25X1

0830 - 0900	Study
0900 - 1000	Elements of Records Management: Forms Management
1010 - 1105	Correspondence and Mail Management
1115 - 1215	Filing Equipment, Supplies and Systems
1315 - 1425	Records Disposition and Records Center Operations
1435 - 1500	Records Summary
1510 - 1700	Dispatch Procedures and Exercise

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